

***<<PROJECT TITLE>>***

**PRIVACY NOTICE**

**Purpose**

Newcastle University is committed to protecting your privacy and keeping you informed of how your information is used. The purpose of this document sets out how the project team will collect and process personal data in accordance with the UK General Data Protection Regulation (GDPR) and Data Protection Act (1998).

This Privacy Notice should be read alongside the Participant Information Sheet (PIS) and Consent Form for the ***<<project title>>*** project.

**Legal basis for processing data**

As Newcastle University is a public funded organisation, the lawful basis upon which we will process your personal data is usually where “Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller” (Article 6 of UK GDPR).

We will process special category or sensitive personal data as permitted by Article 9(g), of the UK GDPR which permits processing necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

**Collection of personal data**

*Summarise the type of personal and / or sensitive data that will be collected by the project team and the data collection method(s).*

**Use of personal data**

*Summarise how the personal and / or sensitive data will be processed by the project team. Including details of and techniques used to anonymise data to protect confidentiality.*

**Sharing of personal data**

*Confirm whether the raw / anonymised data will be shared with any third parties, such as project partners at other universities.*

*If the data will be shared with any collaborators outside the UK, outline the measures that will be taken to ensure the secure transfer, storage and disposal of data as the data protection legislation in another country may not be as robust as in the EU / UK.*

*Provide details of any possible reuse of data (if known).*

*If the results of the study will be published, the Privacy Notice should also include a statement regarding the sharing of underpinning data in accordance with the University’s* [*Institutional Position Statement on Open Research*](https://www.ncl.ac.uk/research/researchgovernance/open-research/openresearch-positionstatement/)*.*

On rare occasions, the project team may be required to disclose personal data to other parties such as funders, sponsors or regulatory bodies for the purpose of an audit or an investigation.

**Storage and retention of personal data**

*Outline the steps that will be taken by the project team to ensure that personal and / or sensitive data is stored securely to prevent personal data from being accidentally lost, used, accessed, altered or disclosed in any unauthorised way.*

*It is the researcher’s responsibility to maintain a record of ethical approval alongside other project documentation such as the research protocol, participant information sheets and signed consent forms. If your project is externally funded, the terms of the grant may include certain data retention requirements. For audit purposes, the University recommends that all project documentation should be stored securely for a period of 10 years. If you leave the University during this period, please ensure that this information is retained within your School or Institute.*

**Your rights in relation to your personal data**

Details about your rights relating to your personal data are set out on the University’s [Data Protection webpages](https://www.ncl.ac.uk/data.protection/accessyourpersonaldata/).

**Questions of comments**

If you have any questions or comments regarding this Privacy Notice, please contact the project team at: ***<<insert email address>>****.* You can also contact the University’s Data Protection Officer at: [rec-man@ncl.ac.uk](mailto:rec-man@ncl.ac.uk).